

<b>RFQ Number</b>	NO-221/2023
<b>Issue Date</b>	25 January 2024
<b>Closing Date</b>	1 February 2024, by no later than 23:30pm
	<p>Please forward your responses either via email or hand delivered on or before the closing date as follows:</p> <p><u>via email</u> - <a href="mailto:bmasingi@seda.org.za">bmasingi@seda.org.za</a> / <a href="mailto:mmokiala@seda.org.za">mmokiala@seda.org.za</a></p> <p>OR</p> <p><u>Hand delivered.</u></p> <p>Small Enterprise Development Agency (Seda) The Fields Office Block A 1066 Burnett Street Hatfield 0833</p> <p>Contact Details Ms B Masingi at Tel: (012) 441-1000 or (012) 441- 1226/1171</p>

## TERMS OF REFERENCE

## Automotive Refrigeration Skills Training

**1. Purpose**

To appoint a suitable Service Provider that has capacity and experience to implement the training programme in 4 provinces. The programme seeks to enhance the skills and knowledge of 90 small enterprises in the automotive industry that will contribute to their enterprise growth and development.

The Service Provider must demonstrate proven experience in delivering training programme in four (4) provinces (i.e. Western Cape, Kwa Zulu Natal, Northern Cape and Free State).

The focus of the project is on the following: -

- Conducting credit bearing Automotive Repair and Maintenance (Refrigeration Mechanic), (SAQA ID Number: 78525) or (SAQA ID Number: 78883) with (25) credits.

**2. Background**

The Small Enterprise Development Agency (Seda) is an agency of the South African Department of Small Business Development (dsbd). Seda was established in December 2004, through the National Small Business Amendment Act, Act 29 of 2004. The National Small Business Act of 2004 gave the Small Enterprise Development Agency (Seda) the mandate to coordinate and provide non-financial support services to Small Enterprises through a network of Branches and Service Providers. Seda has 55 Branches nationally and provides business development services to both potential and existing entrepreneurs. It is therefore crucial that Seda practitioners be capacitated in the Small Enterprise field so that they could be better equipped to deliver professional and relevant services to small enterprises.

The purpose of this training is to develop SMMEs who are actively involved in or wish to become involved in Automotive businesses. The Unit, seeks to appoint an accredited Service Provider who has the training material, proven experience, capacity and expertise to deliver a 5 day training on Automotive Refrigeration skills training.

**3. Scope of Work**

- Recruitment of the 90 small enterprises in the automotive industry in the nine (4) provinces to be trained on credit bearing programme Automotive Repair and Maintenance (Refrigeration mechanic), occupation programme with 25 credits.

- Register Learners entering and completing the programme in accordance with Seda's requirements.
- Conduct assessments and moderation.
- Conduct credit bearing Programme on Refrigeration mechanic, occupation, to 90 small enterprises in the automotive and related sector (i.e., One employee per enterprise.)
- Present and seek approval on selected Unit Standards from Seda before the implementation.
- Provide Material
- Print and distribute the training material.
- Identify and provide the training venue.
- Provide stationery (A5 notepads and a black pens).
- Issue out certificates to competent Learners.
- Provide catering during the training (provide tea lunch).
- Submit monthly reports and project completion report.
- Plan the project together with the Seda Project Manager.
- Service Provider to avail themselves for all Seda briefings and presentations to Management and other structures as and when required to do so; and
- Attend the project-closure meeting with Seda at the National Office.

**4. Project Deliverables & Time Frames**

- Ninety (90) small enterprises in automotive sector recruited.
- Training venue identified.
- Provide Material.
- Learning material printed and distributed.
- 90 small enterprises trained on Refrigeration mechanic credit bearing programme with 25 credits.
- Assessment and moderation of learners conducted.
- Catering for attendees provided during the training.
- Submitted Project completion report including but not limited to the following aspects:
  - A brief description of the training and assessment methodology used.

- An attendance register with signatures of learners outlining the number of participants, gender, age, identity number and ability status.
- An evaluation of the training and assessment by participants
- An evaluation of the training and assessment by the Facilitator and Assessor
- Successes of the training and assessment
- Observations by the Facilitator and Assessor
- Recommendations

## 5. Seda's Roles and Responsibilities

- Review and sign off project implementation plan.
- Plan the Project together with the Service Provider.
- Make available all project related documents to the awarded service provider.
- Provide oversight.
- Manage the project budget.
- Manage the performance of the Service Provider in line with SLA.
- Monitor and evaluate the project implementation.
- Pay the Service Provider according to the agreed payment schedule; and
- Acceptance and sign-off of the project closure report.

## 6. Project Completion

Training Completion Report which would include the following (not limited):

- A brief description of the training methodology;
- An attendance register outlining the number of participants;
- An evaluation of the course by the participants;
- An evaluation of the participants by the Facilitator;
- Challenges experienced during the training
- Successes of the training;
- Observations of the Trainer / Facilitators;
- Recommendations;
- Monitoring and Evaluation template; and
- Invoice (cost per participant that attended the course).

**7. Terms**

Part payments will be done once the Project Manager has signed off on the required documentation for the following:

- Signed Attendance register
- Training report (Seda will provide template)

**8. Information required in the Proposal/Quotations**

- The Service Provider must provide a valid Merseta/QCTO Automotive Repair and Maintenance, Occupation Programme (SAQA ID Number: 78525) or (SAQA ID Number: 78883) Accreditation Certificate/Letter. Provide certified copy thereof.
- Detailed CVs of the Trainer/s, highlighting their experience in facilitating Automotive Refrigeration Mechanic Skills Training;
- Detailed CVs of the Assessors and Moderators as per evaluation criteria requirements;
- Detailed cost breakdown VAT Inclusive;
- Detailed Implementation Plan Covering all the activities outlined in the Terms of Reference;
- Project plan/time-table;
- Description of the training methodology/approach to the Scope of Work/Requirements. that will be applied during the training;
- Detailed training methodology that will be applied during the training; and
- Provide two (2) contactable references of having completed a MerSeta programme.

**9. Evaluation of the Proposal****9.1 Phase 1: SCM Document Assessment Criteria**

The following assessment criteria will form the basis of the evaluation all price proposals and failure to comply will result in the elimination of the price quotation for further evaluation:

- Submission of completed and signed SBD 4; and
- Submission of completed and signed SBD 6.1 documents.

**9.2 Phase 2: Pre- qualification criteria**

The pre-qualification criteria will form the basis of evaluating all bids received and failure to comply with the following pre-qualification will result in the dis-qualification of the bid and will not be considered for further evaluation:

1.	The Service Provider must provide a <u>valid</u> Merseta/QCTO Automotive Repair and Maintenance, Occupation Programme (SAQA ID Number: 78525) or (SAQA ID Number: 78883) Accreditation Certificate/Letter. Provide <u>certified</u> copy thereof
----	--

Only bids meeting the above Pre-Qualification Criteria will qualify to be further evaluated for Phase 3: Functionality Criteria.

### 9.3 Phase 3: Functionality

The following criteria will be used for evaluating all price quotations that met the pre-qualification criteria on the basis of functionality where price quotations must score a minimum of **(70 points)** for functionality to qualify for further evaluation in terms of the 80/20 preference points system.

Functionality Criteria		Weighting of Importance	Points Allocation
1.	<p><b>Experience/Track Record (30 points)</b>            The Service Provider is to provide two (2) references of having completed any Merseta training programme</p> <ul style="list-style-type: none"> <li>• Merseta training programme (2 references) = 30 points</li> <li>• Merseta training programme (1 references) = 15 points</li> <li>• No related references submitted = 0 points</li> </ul> <p>These must be signed confirmation letters on the company letterhead with contact details from the client. <b>Please note references given should not be older than five (5) years.</b> Older than five (5) years will result in points not allocated.</p>	30%	30
2.	<p><b>Technical Capability/Capacity</b>            The CVs of the staff listed below must be clearly marked for each of the roles below. The staff members CVs cannot be submitted in more than one (1) role.</p>		
2.1	<p><b>Staff Experience &amp; Qualifications (30 points)</b></p> <p><u>Seda requires at least two (2) Facilitators, two (2) Assessors &amp; one (1) Moderator detailed CVs to be submitted for this project. Team members CVs cannot be</u></p>		

Functionality Criteria		Weighting of Importance	Points Allocation
	<p><b><u>submitted in more than one (1) role.</u></b></p> <ul style="list-style-type: none"> <li>• <b>Facilitators (10 points)</b> Provide two (2) Facilitators CVs highlighting at least three (3) years' experience in providing in Automotive Refrigeration under the project deliverable:           <ul style="list-style-type: none"> <li>- Two (2) Facilitators CVs = 10 points               <ul style="list-style-type: none"> <li>○ Experience in Automotive Refrigeration, occupation programme (at least 2 CVs) = 10 points</li> <li>○ Experience in Automotive Refrigeration, occupation programme (at least 1 CV) = 5 points</li> </ul> </li> <li>- Less than One (1) Facilitators CV = 0 points</li> </ul> </li> <li>• <b>Assessors (10 points)</b> Provide two (2) Registered Constituent Assessors CVS with the MerSeta/QCTO with at least three (3) years' experience as accredited assessor in any MERSETA training programmes.           <ul style="list-style-type: none"> <li>- Two (2) Accredited Assessors CVs = 10 points               <ul style="list-style-type: none"> <li>○ Experience in Automotive Refrigeration occupation programme (at least 2 CVs) = 10 points</li> <li>○ Experience in Automotive Refrigeration occupation programme (One (1) CV) = 5 points</li> </ul> </li> <li>○ Less than One (1) CV = 0 points</li> </ul> </li> <li>• <b>Moderator (10 points)</b> Provide One (1) Registered as Constituent Moderators CVs with the MerSeta/QCTO with three (3) years' experience as moderator in any Merseta training programmes.</li> </ul>	10 %	10
			10
			10%
			10

Functionality Criteria		Weighting of Importance	Points Allocation
	<ul style="list-style-type: none"> <li>- One (1) CV = 10 points</li> <li>- Less than One (1) CV of Moderator submitted = 0 points.</li> </ul> <p>NB: Proof of registration as Registered Constituent Moderator is required.</p>	10%	
2.2	<p><b>Project Methodology/Approach (20 points)</b></p> <p>As a minimum requirement describe in full detail the methodology/approach aligned to the Scope of Work/Requirements and with further details on the following:</p> <ul style="list-style-type: none"> <li>• Training of 90 small enterprises in the automotive sector on Automotive Refrigeration, programme with 25 credits.</li> <li>• Approach to managing a project in different geographical locations in a standard format.</li> </ul> <p>Detailed Methodology/Approach including all the above-mentioned bullets = 20 points</p> <p>Detailed Methodology/Approach including only one of the above-mentioned bullets = 10 points</p> <p>Methodology/Approach does not meet the requirements = 0 points</p>	20% 20%	

Functionality Criteria		Weighting of Importance	Points Allocation						
<b>2.3</b>	<p><b>Project Plan (20 points)</b></p> <p>A Project Implementation Plan is required, which will cover all the activities as per the phases outlined in the Terms of Reference. The Project Plan must reflect all four (4) elements below amongst others as stated below:</p> <ul style="list-style-type: none"> <li>- Detailed activities</li> <li>- Timeline for activities</li> <li>- Possible milestones</li> <li>- Human resources allocated to the various activities</li> </ul> <table border="1"> <tr> <td><b>All four (4) elements</b> Project plan provided aligns to the requirements stated in the Terms of Reference</td><td>20 Points</td></tr> <tr> <td><b>Three (3) elements</b> Project plan presented does not fully meet requirements</td><td>12 Points</td></tr> <tr> <td><b>Less than three (3) elements</b> Project plan presented does not meet any requirements.</td><td>0 Points</td></tr> </table>	<b>All four (4) elements</b> Project plan provided aligns to the requirements stated in the Terms of Reference	20 Points	<b>Three (3) elements</b> Project plan presented does not fully meet requirements	12 Points	<b>Less than three (3) elements</b> Project plan presented does not meet any requirements.	0 Points		20
<b>All four (4) elements</b> Project plan provided aligns to the requirements stated in the Terms of Reference	20 Points								
<b>Three (3) elements</b> Project plan presented does not fully meet requirements	12 Points								
<b>Less than three (3) elements</b> Project plan presented does not meet any requirements.	0 Points								
<b>Total</b>		100%	100						
<b>Stipulated Minimum Threshold (SMT) to be met</b>		70%	70						

#### **9.4 Phase 4: Preference Points System**

Only qualifying price quotations that achieved the minimum points for functionality will be evaluated further on the 80/20 preference points system described in the Preferential Procurement Regulations follows:

	Preference Point Criteria	Points Allocation
1.	Price	80
2.	Specific Goals as per the SBD 6.1	20

Total Points	100
--------------	-----

Specific Goals and points claimed are indicated per table below:

The specific goals allocated points in terms of this RFQ		Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)					
Micro Enterprise		8						
Small Enterprise		6						
Medium Enterprise		3						
Large Enterprise		1						
BBBEE Level Ownership		6						
L1	L2	L3	L4	L5	L6	L7	L8	L0
6	5.25	4.50	3.75	3	2.25	1.5	0.75	0
Targeted Group: Youth		2						
Target Group: Non-Youth		1						
Spatial: Rural and Townships		4						
Spatial: City		1						

### TERMS AND CONDITIONS

1. Price quotations submitted must be inclusive of all costs and applicable taxes (VAT) and be valid for a period of at least 30 days.
2. The hourly rates of consultants must be in accordance with the rates issued and determined by the South African Institute of Chartered Accountants, Department of Public Service and Administration or the body regulating the profession of the consultant (if applicable).
3. Consultant's travel arrangements must be in line with government's travel cost containment measures [air travel, vehicle hire, accommodation rates, claiming kilometres according to the rates set by the Department of Transport] (if applicable).
4. No late price quotations will be accepted under any circumstances.
5. Suppliers/service providers submitting price quotations must be registered on the National Treasury Central Supplier Database (CSD).

6. Failure to submit a valid Sworn Affidavit (EME) or an original/certified valid B-BBEE Status Level Verification Certificate (other than EME or QSE), CIPC, Copy of Utility Bill/Lease Agreement/Title Deed will result in no preference points being awarded for Specific Goals.
7. Suppliers/service providers must complete and return all the required documents, failing which, the supplier/service provider's quotation will be declared invalid.
8. This RFQ is subject to the National Treasury's General Conditions of Contract (GCC) that can be accessed on the following link:

<http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract-%20Inclusion%20of%20para%2034%20CIBD.pdf>

**Seda wishes to thank you in advance for your price quotation.**